

CAREER OPPORTUNITY



Bankruptcy Administrator's Office Western District of North Carolina

POSITION

Bankruptcy Analyst (Full-time)

LOCATION

Charlotte, N.C.

TARGET GRADE

CL 25 - 26 (\$31,149 - \$42,878)
depending on qualifications/experience.

CLOSING DATE

Monday, June 30, 2003 or until filled.

POSITION OVERVIEW

This position is located in the U.S. Bankruptcy Administrator's Office in the Charlotte, N.C. Division. The Bankruptcy Analyst will engage in a variety of bankruptcy functions and is responsible for analyzing and maintaining Chapter 7 case administration which includes, but is not limited to the following:

- Tracks the progress and activity on each Chapter 7 case.
- Sets deadlines and status hearings.
- Daily communication and correspondence with Trustees and their staff, attorneys and their staff, and the Bankruptcy Court personnel and Chambers.
- Ability to compose and file legal pleadings such as hearings, motions and orders.
- Preparation and distribution of Trustee rotation calendar.
- Maintains Trustee Bond Records and ensures that trustees are fully bonded.
- Maintains office inventory which includes all furniture and equipment.
- Receiver of all goods ordered by office.
- Contacts and schedules meeting for 341 Meetings and library for Disposition for parties outside of the office, i.e. Department of Justice, Administrative Office of the U.S. Courts, etc.

QUALIFICATIONS

General Experience

Incumbent must be a team player who is dependable, detail oriented and able to work in a multitask, fast-paced environment. This position carries with it a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Qualified applicants will have progressively responsible clerical experience, good computer skills, a demand for accuracy, good communication and interpersonal skills. College degree, higher education courses and/or prior court/legal experience is preferred.

Specialized Experience

Two years specialized experience, including at least one year equivalent to work at the CL-24 level to qualify for the CL-25 level. Some education credits may be substituted for experience.

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Bankruptcy Analyst Announcement Continued

EDUCATION

High school graduation or equivalent required.

BENEFITS

Employees of the Bankruptcy Administrator's Office are Excepted Appointments and are not included in the government's competitive service classification system. Positions are classified and graded by the Court Personnel System. A generous benefits package is available to employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits with pre-tax deductions.
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Optional participation in a pre-tax program for Dependent Care, Medical Care and Parking Flexible Spending Accounts
- Retirement benefits
- Thrift Savings Plan including investment options and matching benefits
- Credit for prior government service

INFORMATION FOR APPLICANTS

Interested applicants should submit their resume to:

Administrative Manager
Post Office Box 34189
Charlotte, N.C. 28234-4189

Tests to determine level of skill/knowledge may be given to final applicants. This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payment of net pay, (i.e., Direct Deposit). The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

The United States Bankruptcy Court hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. A copy is available to applicants upon request.

Background checks are conducted prior to job offer.